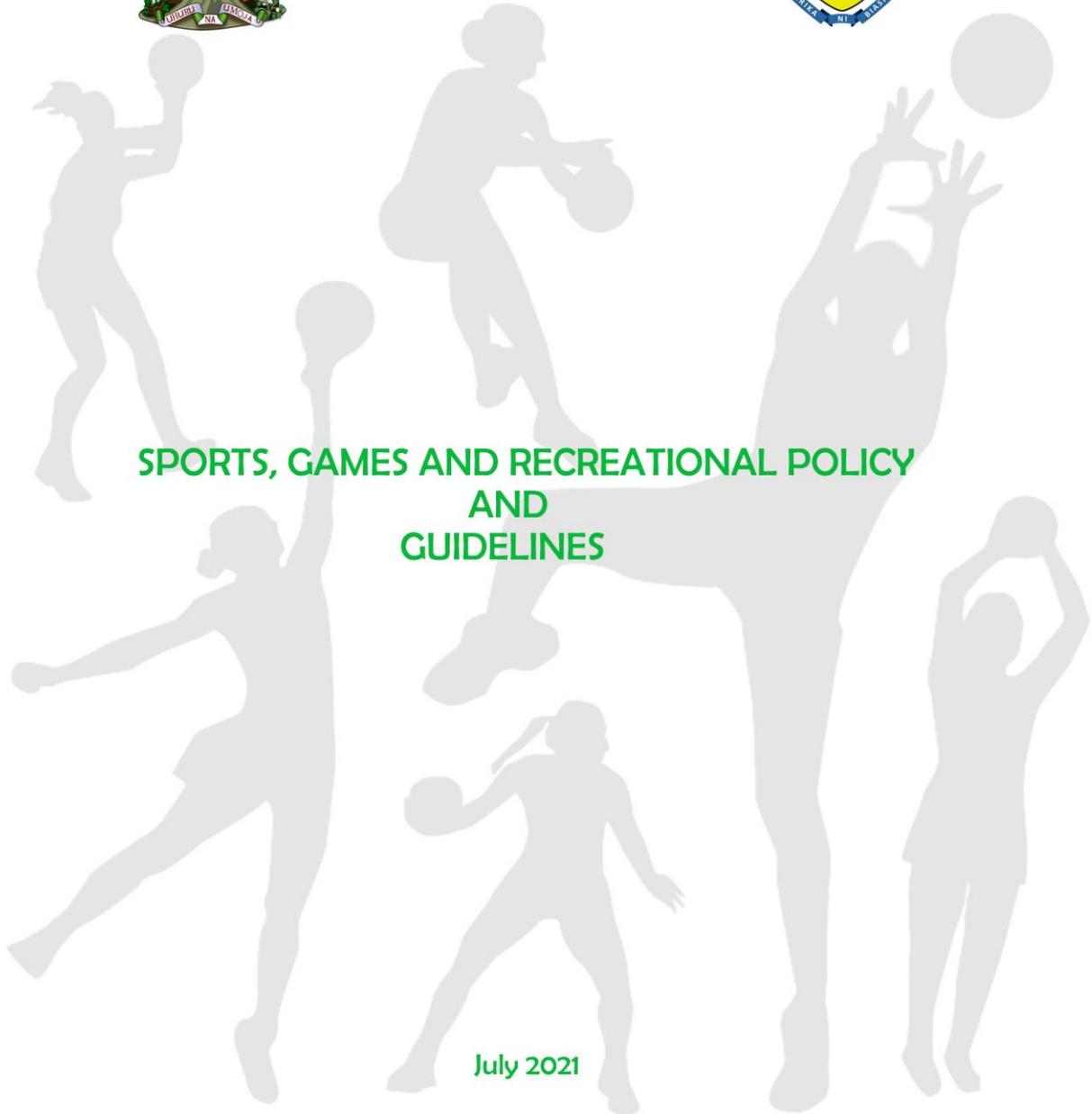




**MOSHI CO-OPERATIVE UNIVERSITY**  
**CHUO KIKUU CHA USHIRIKA MOSHI**



**SPORTS, GAMES AND RECREATIONAL POLICY  
AND  
GUIDELINES**

July 2021



**JAMHURI YA MUUNGANO WA TANZANIA**  
**WIZARA YA ELIMU, SAYANSI NA TEKNOLOJIA**  
**MOSHI CO-OPERATIVE UNIVERSITY (MoCU)**  
**CHUO KIKUU CHA USHIRIKA MOSHI**



**PROPOSED SPORTS, GAMES AND RECREATIONAL POLICY AND GUIDELINES**  
**(REVISED EDITION, 2021)**  
*(Made under Article 30(2) of the MoCU Charter, 2015)*

**JULY, 2021**

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## FOREWORD

Moshi Co-operative University (MoCU) has been organising sports, games and recreational activities for both its staff and students. However, the existing sports and recreational policy as well as the department overseeing sports and recreation activities deals with students only. Several efforts have been made to curb the situation including the reform of the sports and recreation department. The review of the existing sports and recreation policy is another milestone taken by the University to ensure there is a formal, holistic and systematic framework for the development of sports, games and recreational activities across the University community. Preparation of this Policy and Guidelines has considered the fundamental value of sports, games and recreational activities for the life of the MoCU staff, students, community and nation at large.

MoCU understands the role sports, games and recreational play in our institution and shaping our identity as individuals and a higher learning institution. It is also understood that sports, games and recreational activities play such a role in more practical as a mechanism to uplift and empower, as an opportunity to enrich day-to-day life, as a means to physical and mental healthy living and as a profession for those with the ability and talent to achieve success at the highest level.

The wide-ranging benefits of sport, games and recreation include its long-term physical and mental health benefits, its capacity to strengthen relationships among MoCU staff and students as well as its communities, its economic potential and its impact on community wellbeing. It is an institutional obsession that brings people from different backgrounds together to support their sporting heroes. It is a source of national pride, and it builds social and cultural bridges by bringing Staff from within and other institutions to compete with and against each other.

Therefore, the University Sports, Games and Recreational Policy and Guidelines incorporate mechanisms to support the competitive sports individuals and teams that can become our sports and recreational ambassadors; it is a means of promoting sporting excellence and participation in recreational activities with the view of uniting MoCU staff and students.

Prof. Alfred S. Sife  
**Vice Chancellor**

## **LIST OF ABBREVIATIONS**

<b>DVC AF</b>	Deputy Vice Chancellor Administration and Finance
<b>FASU</b>	Federation of Africa University Sports
<b>FEAUS</b>	Federation of Eastern Africa University Sports
<b>KICoB</b>	Kizumbi Institute of Co-operatives and Business Education
<b>MoCU</b>	Moshi Co-operative University
<b>MUCCoBS</b>	Moshi University College of Co-operatives and Business Studies
<b>PEP</b>	Post Exposure Prophylaxis
<b>SHIMMUTA</b>	Shirikisho la Michezo la Mashirika ya Umma, Taasisi za Serikali na Makampuni Binafsi Tanzania.
<b>SUA</b>	Sokoine University of Agriculture
<b>TCU</b>	Tanzania Commission for Universities
<b>TUSA</b>	Tanzania Universities Sports Association

## DEFINITION OF KEY TERMS

<b>Doping</b>	Means the use of substance or technique to illegally improve athletic performance.
<b>Equipment</b>	Means an object used to participate in sports, games or recreational activities. Examples are nets, balls, goals, shorts, tracksuits, T-shirts, tennis shirts, protective gear and sport shoes.
<b>Facility</b>	Means a building or place that provides a particular service or is used for a particular activity. Examples are basketball courts and swimming pools.
<b>Games</b>	Means a competitive activity or sport in which players contend with each other according to the rules agreed upon by all participants.
<b>Post Exposure Prophylaxis</b>	Means short course of HIV medicines taken very soon after a possible exposure to HIV to prevent the virus from taking hold in your body.
<b>Recreational</b>	Means activities done for enjoyment. For example, running, camping, cycling.
<b>Sports Tutor</b>	Means an officer of the University responsible for the training and care of staff and students in sports disciplines.
<b>Sports</b>	Include all forms of physical activities which through casual or organized participation aim at improving physical fitness and mental wellbeing, forming social relationships or obtaining results in competition at all levels.
<b>University</b>	Means the Moshi Co-operative University.

## **PART ONE**

### **INTRODUCTION**

#### **1.1 Background**

The history of the Moshi Co-operative University (MoCU) dates way back to 5th January 1963 when the then Co-operative College Moshi was established. The College's primary responsibility was training of human resource in the co-operative sector under the then Ministry of Co-operatives and Community Development. The College was subsequently established through the Co-operative College Act, No. 32 of 1964 (Repealed) as an autonomous institution with its own Governing Board. In 2004, the Co-operative College Moshi was transformed into MUCCoBS as the Constituent University College of Sokoine University of Agriculture (SUA) through the Government Notice Number 172 of 2004 (Repealed). MoCU came into being as a result of transforming MUCCoBS to a full-fledged University in September, 2014. The University is governed by its own Charter, made under the Universities Act, No. 7 of 2005. It was accredited by the Tanzania Commission for Universities (TCU) on 7th November, 2018.

MoCU is located in Moshi Municipality, on the foot of Mount Kilimanjaro along Sokoine Road. The University has an Institute located in Shinyanga Region along Tabora Road, namely Kizumbi Institute of Co-operative and Business Education (KICoB). In addition, the University operates 13 regional offices catering for all regions in Tanzania. These offices are in Mtwara (serving Mtwara and Lindi regions), Mbeya (serving Mbeya, Rukwa and Songwe regions), Kilimanjaro (serving Kilimanjaro, and Arusha regions), Shinyanga (serving Shinyanga and Simiyu regions), Mwanza (serving Mwanza, Geita, Mara and Kagera regions), Iringa (serving Iringa and Njombe regions), Dodoma (serving Dodoma and Morogoro regions), Coast (serving Coast, Dar-es-Salaam regions; Unguja and Pemba Islands), Singida (serving Singida and Manyara regions), Ruvuma, Tanga, Tabora and Kigoma (serving Kigoma and Katavi regions).

#### **1.2 Vision**

To become an academic institution committed to supporting co-operative and business development.

#### **1.3 Mission**

To promote sustainable co-operative and business development through quality training, research and advisory services.

#### **1.4 Motto**

“Ushirika ni Biashara”

## **PART TWO**

### **POLICY RATIONALE, OBJECTIVES AND SCOPE**

#### **2.1 Rationale of the Policy**

MoCU as an institution of higher learning in Tanzania apart from conducting teaching, research, and consultancy activities, it also run various sports and recreational programs to improve health of its staff and students. Some of the sports and recreational activities that regularly organized within the University include inter-classes competition for students and inter-departmental competition for both students and staff. The University has also been participating in various sports and games organized by sports and games associations/federations in which MoCU is among the active members. These associations/federations are Tanzania University Sports Association (TUSA); Federation of the Eastern Africa Universities (FEAUS), Federation of African Universities Sports Association (FASU) as well as SHIMMUTA.

However, there is no clear framework to effectively facilitate the participation of MoCU staff in sports and recreational activities. The department mandated to oversee sports and recreation deals with students only. Furthermore, the existing sports and recreational policy was also meant to be applied for students and not staff. To restraint this fault, the reform of the sports and recreation department took place on August 2020. According to the new reform, the department is now the custodian of sports and recreational activities for both staff and students. It is imperative to review the existing policy to ensure the policy and guidelines cater for the need of both staff and students.

Moreover, regular involvement in sports and physical activities is fundamental to good health and wellness at all stages of life. Sports, games and recreation provide an important avenue for mental relaxation and socialisation. Thus, the events are valuable opportunities for personal enjoyment, social contacts and integration. It essentially contributes to the development and maintenance of democratic societies with active and productive citizens.

Furthermore, sports and recreation play a major role in labour productivity and performance. Staff and students productivity is linked to their body fitness and mental wellbeing which result from well programmed sports and recreational activities at the University. The University that invests in sports and recreation is likely to see a sharp rise in work excellence, performance and physical fitness of her staff and students. It is therefore imperative to promote and sustain sports and recreational. This endeavour requires an appropriate regulatory framework as well as dedicated and sustainable support in terms of monetary and human resources.

#### **2.2 Policy Objectives**

##### **2.2.1 General objective**

To ensure staff and students participate in sports, games and recreational activities.

### **2.2.2 Specific objectives**

- (i) To develop a healthy, disciplined, united and productive society through greater participation in sports and recreational activities;
- (ii) To encourage participation of staff and students with special needs in all areas of sports and recreation activities;
- (iii) To develop and improve the knowledge and practice of sports and recreational in the interest of the holistic development of the individual and enjoyment by the public at large;
- (iv) To strive to attain excellence in sporting competition, develop institutional and national pride, patriotism and enhance goodwill among institutions;
- (v) To ensure the provision and management of sports and games equipment and facilities in order to promote staff and students to participate in sports and recreation activities; and
- (vi) To use sports and games as a means of marketing MoCU activities and enhancement of its visibility and to provide opportunities for income generation.

### **2.3 Scope of the Policy**

The policy issues, statements, strategies and guidelines contained in this document are relevant to University staff and students.

## **PART THREE**

### **POLICY ISSUES, STATEMENTS AND STRATEGIES**

#### **3.1 Healthy, Disciplined and Productive Society**

Maintaining staff and student's health and working discipline as well as making them efficient and productive is a major concern that needs to be mainstreamed within the University.

##### **3.1.1 Policy statement**

MoCU shall continue to facilitate sports and recreational activities to promote healthier, disciplined and productive staff and students.

##### **3.1.2 Strategies**

MoCU will:

- (a) Encourage staff and students to participate in sports and recreational activities.
- (b) Encourage regular health check-ups among its staff and students.
- (c) Ensure that all participants undergo at least one medical examination per year.
- (d) Ensure a variety of health related physical activities are performed
- (e) Ensure disciplinary measures are taken against any staff and/or student that misbehave during sports and recreational activities.

#### **3.2 Staff and Students with Special Needs**

Participation of staff and students with special needs in sports intends to change what they think and feel about their challenges and how the surrounding community perceive about their abilities to participate in sports, games and recreational activities.

##### **3.2.1 Policy statement**

MoCU shall provide opportunities to staff and students with special needs to ensure their participation in various sports and recreational activities.

##### **3.2.2 Strategies**

MoCU will:

- (a) Ensure people with special needs are eligible for sport related support, as their counter parts.
- (b) Ensure people with special needs are involved in decision making related to sports and recreational activities.
- (c) Undertake awareness campaigns designed to overcome negative attitudes and prejudices concerning the participation of people with special needs in sports and recreational facilities.
- (d) Organise special sports and recreational events for people with special needs.
- (e) Plan and acquire appropriate facilities, equipment and supplies that will cater for the needs of people with special needs.
- (f) Where necessary, facilitate the availability of specialised personnel to coach people with special needs.

### **3.3 Knowledge and Practice of Sports, Games and Recreational Activities**

MoCU is enthusiastic to the knowledge and practice development and improvement of sports and recreation in the interest of the holistic development of the individual staff and student and enjoyment by the public at large.

#### **3.3.1 Policy statement**

MoCU shall strengthen knowledge and practice in sports and recreational activities among its staff and students.

#### **3.3.2 Strategies**

MoCU will:

- (a) Encourage the use of qualified tutors to manage sports and games.
- (b) Outsource coaches to train staff and students in sports and games.
- (c) Build the capacity of its sports tutors.

### **3.4 Excellence of Sporting Competition**

Excellence is not a gift rather a skill that requires practice. The University recognises that, sports and recreational activities enable individuals and institution to seize opportunities so as to attain goals in their chosen sport or pathway.

#### **3.4.1 Policy statement**

MoCU shall practise its sports and recreational activities to pursue excellence in sporting competition and strive towards the standards to make every effort fruitful.

#### **3.4.2 Strategies**

MoCU will:

- (a) Ensure adequate balance between individual goals and institutional goals in sports and recreational activities.
- (b) Inspire and facilitate staff and students to participate and represent the University in various competition-and sporting events.
- (c) Create friendly and conducive environment to all staff and students competing into various sports and games competition.
- (d) Promote inter-institutional competition involving various sports and games.
- (e) Recognise and reward excellence in sports and games.

### **3.5 Sporting Facilities and Equipment**

Sporting facilities and equipment are important aspects towards ensuring sports activities are efficiently and effectively undertaken. The provision of good and adequate sporting facilities and equipment can help in influencing attitude, commitments and enhancing performance in sports and recreational programs.

#### **3.5.1 Policy statement**

The University shall continue to provide favourable sports and recreational facilities and equipment to its staff and students.

#### **3.5.2 Strategies**

MoCU will:

- (a) Maintain and improve existing sports facilities and equipment.

- (b) Construct and maintain sports and games facilities that cater for all groups.
- (c) Ensure the available sports, games and recreational facilities and equipment are kept in good condition.
- (d) Purchase standard sports equipment.

### **3.6 Marketing and Visibility**

Sports, games and recreational activities have become an important avenue for marketing and promotion of any product worldwide. Sports, games and recreational events bring people together and enhance interactions and socialisation. Thus, Institutions, corporations, companies use sports and games activities to promote and market their products.

#### **3.6.1 Policy statement**

MoCU shall make sure that sports, games and recreational activities are effectively used to market and promote the University's academic programs and services.

#### **3.6.2 Strategies**

MoCU will:

- (a) Ensure availability of marketing tools for dissemination during the sports events.
- (b) Ensure that sports, games and recreational activities are included in the Media outlets such as Newsletters, University Website and other social media.
- (c) Design advertisements, press releases, brochures that can be disseminated through media outlets.
- (d) Encourage excellent performance of its teams in sports and games competition in order to promote the visibility of the University.
- (e) Facilitate various inter-institutional sports, games and recreational events.
- (f) Enhance cooperation with various media houses for marketing and visibility.
- (g) Ensure engagement of marketing personnel in sports, games and recreational events.

### **3.7 Participation in Sports, Games and Recreational Activities**

Participation in sports, games and recreational activities is essential in promoting good health and physical fitness. This is also a means of promoting friendship, fair play, good character, employments, integrity and cooperation amongst staff, students and other co-participants.

#### **3.7.1 Policy statement**

MoCU shall ensure that there is conducive environment to promote involvement and participation of all its staff and students in sports, games and recreational activities.

#### **3.7.2 Strategies**

MoCU will:

- (a) Ensure that awareness creation programmes on the importance of participation in sports, games and recreational activities are consistently conducted.
- (b) Ensure that diversified sports, games and recreation are regularly offered.

- (c) Facilitate the conduct of internal and inter-institutions sports and games competition.
- (d) Ensure that female and people with special needs are motivated to participate in sports, games and recreational activities.

### **3.8. Safety and Risk Management**

Safety in sports, games and recreational activities relates to the use of safe and appropriate sporting equipment and facilities as well as harmless conduct of sporting activities. These are integral components of the thrust to develop sports, games and recreation and therefore every possible means should be undertaken to ensure the safety of the participants.

#### **3.8.1 Policy statement**

The University shall identify and make sure that risks associated with sports, games and recreational activities are established, assessed and the control measures are undertaken as per risk management register.

#### **3.8.2 Strategies**

MoCU will:

- (a) Encourage the availability of medical experts in various major sports, games and recreational al events.
- (b) Encourage its staff and students to have national health insurance cards.
- (c) Ensure coaches, trainers and all other sports and games instructors are trained on safety measures, risk management and first aid.
- (d) Ensure courts and pitches are kept clean during sports events
- (e) Ensure security is provided during all major sports and games tournaments at the University.
- (f) Take necessary action against all those who will act in ways that breach security or likely to breach security.

### **3.9 Equity in Sports**

MoCU community comprises of people from different cadre based on academic qualification and experience. They also differ with respect to their race, colour, class, gender, age, creed, physical or mental condition and area of domicile. Despite these and other potential differences, the conduct and implementation of sports, games and recreational activities will purely be based on the principles of inclusion.

#### **3.9.1 Policy statement**

MoCU shall commit itself on the principle of equal opportunity for all and shall aspire to have a community which is inclusive in all matters pertaining to sports, games and recreational al activities.

#### **3.9.2 Strategies**

MoCU will:

- (a) Encourage all staff and students to participate in sports, games and recreational activities in a way that preserves their rights, dignity and respect.

- (b) Ensure that planning, designing and management of sports facilities meets the particular needs of all staff and students.
- (c) Encourage gender mainstreaming in all aspects of sports, games and recreational activities.
- (d) Encourage female leadership in sports among staff and students

### **3.10 Infectious Diseases in Sports, Games and Recreational Activities**

Infectious diseases can be transmitted during sports activities through body contact between infected and uninfected individuals. On the other hand, the participation of people with infectious diseases in sports, games and recreational activities is sometimes low due to personal inferiority or stigmatisation. Moreover, sports, games and recreational activities are important fora for sensitisation about infectious diseases and are also preventive measure to a number of other diseases such as diabetes and high blood pressure.

#### **3.10.1 Policy statement**

The University shall mainstream all health related infectious diseases and other diseases in all sports, games and recreational programs to ensure that staff and students have correct information on matters related to prevention, transmission and care for the infected.

#### **3.10.2 Strategies**

MoCU will:

- (a) Emphasis the provision of education on infectious disease during sports, games and recreational programs.
- (b) Ensure provision of health facilities during sports, games and recreational activities.
- (c) Encourage all staff and students participating in sports, games and recreational activities to have adequate knowledge on Post Exposure Prophylaxis (PEP).

### **3.11 Doping Control**

Doping is now a common challenge facing the sports, games and recreational industry around the world. Although the problem has been more associated with the running sport, it can happen in any other sport that requires physical strength and skill. Apart from enabling people to compete and win unfairly, doping can cause short or long term health effects.

#### **3.11.1 Policy statement**

The University shall discourage and prohibit staff and students from using forbidden substances to enhance their sports and game performance.

#### **3.11.2 Strategies**

MoCU will:

- (a) Facilitate random drug testing in any competition and during training sessions.

- (b) Alert and sensitise staff and students about the dangers of doping in regard to their health, personal careers and the reputation or image of the Institution and the nation.
- (c) Regularly obtain and circulate list of drugs that are banned.
- (d) Deal with staff and students who test positive for banned substances in accordance with the University by-laws as well as other national laws.
- (e) Withdraw any rewards or benefits from staff and students whose entitlement was a result of doping.

### **3.12 Funding**

MoCU like other Universities has been receiving government subvention to run her businesses; sports, games and recreational activities inclusive. However, funds for some expenses have been insufficient or unavailable. Consequently the University relies on internally generated funds proven to be insufficient to cater for all core academic activities as well as sports and games. The ultimate effect is insufficient funding of sports, games and recreational activities and low participation of students and staff in these activities.

#### **3.12.1 Policy statement**

MoCU shall strive to ensure availability of funds to support sports, games and recreational activities.

#### **3.12.2 Strategies**

MoCU will:

- (a) Solicit funds and set aside budget for running sports, games and recreation programs.
- (b) Ensure that there is a budget allocation for sports, games and recreational programs.
- (c) Collaborate with staff and students associations to organise fund raising for sports, games and recreational program.
- (d) Ensure that charges are imposed to outsiders for using MoCU sports and game facilities.
- (e) Ensure that other sources of funds such as grants, donations, and sponsorships are outsourced through established guidelines to finance sports, games and recreation programs.

### **3.13 Incentives and Rewards**

Incentives and rewards are fundamental for motivating individuals who achieve high levels of performance. This demonstrates appreciation and gratitude to all participants of sports and games. Incentives such as awarding certificates, trophies and money to staff and students with outstanding performance is vital for motivating and attracting more staff and students to participate in sports, games and recreational activities.

#### **3.13.1 Policy statement**

The University shall continue to encourage staff and students to perform beyond their ordinary level by awarding them for such performance.

#### **3.13.2 Strategies**

MoCU will:

- (a) Organise annual award-giving events.

- (b) Award individuals and teams that perform well in different competition.
- (c) Guarantee that any money meant to support sports, games and recreational activities whether sourced internally or from external sources, shall be used for intended purpose.

## **PART FOUR**

### **GUIDELINES FOR THE IMPLEMENTATION OF THE POLICY**

#### **4.1 Administration of Sports, Games and Recreational Programs**

The implementation of sports and games and recreational policy require a sound institutional structure for transforming the policy objectives and strategies into actual programmes at all levels. Similarly, effective implementation of the policy entails stakeholders' commitment and support. All these can be realised through collective efforts of all University organs as well as staff and students members whom this policy is prepared for.

The office of the Deputy Vice Chancellor (Administration and Finance) shall be the overall custodian of the sports, games and recreational policy. The department of Sports and Recreation shall take lead to ensuring that this policy is communicated and implemented. In addition, the department will be responsible for coordinating and supervising sports, games and recreational activities. Under Sport and Recreation Department there will be sports tutor(s) whose duties will be as prescribed in the scheme of service.

#### **4.2 Guiding Principles for Sports, Games and Recreational Activities**

The University will implement and engage in sports, games and recreational activities in a manner that is consistent with the following guiding principles:

- i. Sports, games and recreational activities will have a mission consistent with the mission and vision of the University.
- ii. The sports and games tutor shall serve the wellbeing of the staff and students by promoting sports, games and recreational activities.
- iii. Staff and students shall be treated fairly when participating in sports, games and recreational activities.
- iv. Participation in sports and games competition in the University, inter-institutions, local or national levels is voluntary, a privilege and not a right.
- v. All staff and students are expected to adhere to the respective sports bylaws from an entity/Association responsible for such activity.
- vi. The University shall promote sports culture and recreational activities that are consistent with national core values and customs of the United Republic of Tanzania.
- vii. The University welcomes the support of, and involvement by, alumni, sponsors, and others who help serve the outreach mission of the University sports and/or recreational programs, provided their activities conform to all applicable laws and University policies and to oversight by the appropriate University personnel.
- viii. Staff or students as the case may be, shall work co-operatively with the University to promote the best interest of the University and nation at large.
- ix. The University or any person responsible for sports, games and recreational activities shall administer its budgetary, financial and managerial affairs with transparency and shall comply with the uniform business and audit standards of the University.
- x. Staff and students shall serve as ambassadors for the University with the purpose of fostering institutional pride and goodwill for the United Republic of Tanzania.

- xi. All Staff and students of the University will have equal opportunity in sports, games and recreational activities.
- xii. There will be regular sports, games and recreational schedules to which University staff and students shall adhere.

#### **4.3 Guidelines on Sports Facilities and Equipment**

In using sports facilities, staff and students shall be governed by the following principles:

- i. The University in response to a written request from staff or students or any interested party must sanction all sports activities.
- ii. The request on the use of University sports and games facilities or equipment must be in writing and submitted at least seven days before the actual date of the event.
- iii. The requested facilities or equipment will be issued after submission of the prescribed form signed by renter and the Head of the Sports and Recreation department which they will return not more than seven days after completion of the sports activity or competition. (Annex No. 1: Equipment Rental Agreement Form No. 1).
- iv. Sports facilities or equipment shall be returned within seven days after completion of the sports activity or competition
- v. Any person who fails to return facilities or equipment within prescribed period shall pay a penalty of Tanzania Shillings Five Thousand (TZS 5000/-) for each day delayed.
- vi. Any person who lost sports equipment shall compensate the said equipment equivalent to the market value of the lost equipment.
- vii. All request on University facilities or equipment must be directed to DVC (AF) through the Head of Department of Sports and Recreation.
- viii. All sports, games and recreational activities must meet the Laws, By-laws and guidelines recognised by appropriate body.
- ix. Any event considered being potentially harmful to the public image and/or the University shall be rejected.
- x. Any event considered to be potentially harmful to the University facilities shall be rejected.

#### **4.4 General Implementation**

For successful implementation of this policy, each office and/ or persons with defined roles and tasks in the policy has to play their role as expected. The MoCU Organizational structure is a useful guide for the chain of command during policy implementation.

## **PART FIVE**

### **MISCELLANEOUS PROVISIONS**

#### **5.1 Monitoring and Evaluation**

Monitoring and evaluation of the implementation of this policy and guidelines will involve different stakeholders in the University. All processes of monitoring and evaluation will be coordinated and supervised under the Sports and Recreation department.

The evaluation of this policy is crucial in order to assess the realisation of the set policy objectives using both formative and summative evaluation. Different organs that are involved in the policy implementation have to be consistently monitored in order to assess progress in addressing the various aspects of the policy. The findings from the evaluation have to be reported to the relevant organs for remedial purposes in order to improve the implementation of the policy. The evaluation exercises will in the long-run provide input for revision of the policy.

#### **5.2 Effective Date and Amendment**

This policy shall become effective upon its approval by the Council and it may be amended any time when the need arise.

#### **5.3 Approval**

This policy was approved by the Council on .....day of ..... 2021

**ANNEX 1: EQUIPMENT RENTAL AGREEMENT**

FORM NO.....

**MOSHI CO-OPERATIVE UNIVERSITY (MoCU)  
CHUO KIKUU CHA USHIRIKA MOSHI**

**EQUIPMENT RENTAL AGREEMENT**

This rental agreement is made in this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
Between

**OWNER: MOSHI CO-OPERATIVE UNIVERSITY**  
And

**RENTER**

Full Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Date: \_\_\_\_\_

Place of use of the rented equipment:

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Date: \_\_\_\_\_

That the owner is renting the following equipment to the renter:

S/N	ITEM	SERIAL No.	DESCRIPTION
1			
2			
3			
4			
5			
6			
7			

**(NB: An additional sheet of the same format may be added when the need arise)**

Rental Rate (If any) \_\_\_\_\_  
Rental period: \_\_\_\_\_  
Total Amount \_\_\_\_\_

**RENTAL TERMS AND CONDITIONS**

1. The RENTER shall keep and maintain the rented equipment during the terms of the rental at his own cost and expense.
2. The RENTER shall keep the equipment in a good state of repair, normal wear and tear excepted.
3. The RENTER shall pay the OWNER full compensation for replacement and/or repair of any equipment which is not returned because it is lost or stolen or any equipment which is damaged and in need of repair to put it into the same condition it was in at the time of rental, normal wear and tear excepted.
4. The RENTER shall not remove the equipment from the address of the RENTER or the location shown herein as the place of use of the equipment without prior written approval of the OWNER. The RENTER shall inform the OWNER upon demand of the exact location of the equipment while it is in the RENTERS's possession.
5. The equipment shall be delivered to RENTER and returned to OWNER at the RENTER's risk, cost and expense. If the equipment is not returned during or at the end of the term, then the rental charges shall continue on a full term basis for any additional term or portion thereof until the equipment is returned.
6. Acceptance of returned equipment by OWNER does not constitute a waiver of any of the rights OWNER has under the rental agreement.
7. The RENTER shall allow OWNER to enter RENTER's premises where the rented equipment is stored or used at all reasonable times to locate and inspect the state and condition of the rented equipment. If the RENTER is in default of any of the terms and conditions of this agreement, the OWNER, and his agents, at the RENTER's risk, cost and expense may at any time enter the RENTER's premises where the rented equipment is stored or used at all time and recover the rented equipment.
8. The RENTER shall not pledge or encumber the rented equipment in any way. The OWNER may terminate this agreement immediately upon the failure of RENTER to make rental payments when due, or any default of this agreement
9. The OWNER makes no warranty of any kind regarding the rented equipment, except that OWNER shall replace the equipment with identical or similar equipment if the equipment fails to operate in accordance with the manufacturer's specifications and operation instructions. Such replacement shall be made as soon as practicable after RENTER returns the non-conforming equipment.
10. RENTER indemnifies and holds OWNER harmless for all injuries or damage of any kind for repossession and for all consequential and special damages for any claimed breach of warranty.

I understand that this is a contract and not a mere recital, and I agree I have signed this contract as my own free act. I have fully informed myself of the contents of this agreement by reading it before is signed.

RENTER: \_\_\_\_\_  
WITNESS: \_\_\_\_\_

Date: \_\_\_\_\_  
Date: \_\_\_\_\_

OWNER: \_\_\_\_\_  
WITNESS: \_\_\_\_\_

Date: \_\_\_\_\_  
Date: \_\_\_\_\_

This rental agreement is made and entered in this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_  
Between

**OWNER:**

Full Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Date: \_\_\_\_\_

And

**RENTER**

Full Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Date: \_\_\_\_\_

Place of use of the rented equipment:

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Date: \_\_\_\_\_

That the owner is renting the following equipment to the renter:

S/N	ITEM	SERIAL No.	DESCRIPTION
1			
2			
3			
4			
5			
6			
7			

**(NB: An additional sheet of the same format may be added when the need arise)**

Rental Rate: \_\_\_\_\_

Rental period: \_\_\_\_\_

Per days/weeks/months \_\_\_\_\_

I understand that this is a contract and not a mere recital, and I agree I have signed this contract as my own free act. I have fully informed myself of the contents of this agreement by reading it before I signed.

RENTER: \_\_\_\_\_

Date: \_\_\_\_\_

WITNESS: \_\_\_\_\_

Date: \_\_\_\_\_

OWNER: \_\_\_\_\_

Date: \_\_\_\_\_

WITNESS: \_\_\_\_\_

Date: \_\_\_\_\_